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16 October 1984

MEMORANDUM FOR:

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Chief of New Building Project Office

FROM

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Coordinator of Student Programs

SUBJECT

:

New Building Presentation

1. This memorandum requests that your office present information on the new building at the next co-op meeting, 22 October 1984. The meeting will be held in 1E74 Hqs. at 10:30 am. This presentation will serve to make our co-ops feel more a part of the Agency, allowing them to share our pride in the new building. As you know, these students are a part of the future of the Agency. Since many co-op students are considering a career with the Agency, such a presentation will prove invaluable. STAT

2. Although this formal request is on short notice, I understand that the co-op association secretary, has been in touch with If you have any further questions, feel free to call me on secure or contact directly on secure. STAT

3. Thank you for your time and consideration. I look forward to your favorable response.

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